

FOREIGN PAYEE REQUEST FORM FOR ELECTRONIC FUNDS TRANSFER (EFT)

The Administrative Resource Center (ARC) requires the following payment information to be submitted prior to payment of any invoice. Please complete this form in its entirety and return to the appropriate agency contact.

AGENCY IDENTIFICATION - Name of the Federal Agency this payment information is intended for:

VENDOR IDENTIFICATION

Payee Name/Acronym: _____

Contract/Grant Number: _____

Payee E-Mail Address: _____

Payee Telephone: _____

PAYMENT INFORMATION - Information for EFT Payment to U.S. Bank or Correspondent Bank

U.S. Bank Name: _____

Street Address (if available): _____

City, State, and Zip Code: _____

PAYMENT INSTRUCTIONS (COMPLETE EITHER SECTION A, B, OR C)

A. Account of Payee in a U.S. Bank

The EFT payment will be transmitted through the ABA Bank Routing Number system to the U.S. bank that holds the account of the payee. The U.S. bank then deposits the funds in the account of the payee. The U.S. bank will provide the payee with the ABA Bank Routing Number.

ABA Bank Routing Number (a nine digit number): _____

Information for Deposit by this U.S. Bank in Account of Payee in this U.S. Bank

Exact Title of Payee Account in this U.S. Bank:

Checking ☐ Savings ☐

Account Number: _____

B. Account of Payee in a Home Country Bank that Holds an Account in a U.S. Bank

Some payees hold accounts in home country banks that sometimes maintain accounts in U.S. banks (referred to as "U.S. correspondent banks"). The EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank that holds the account of the home country bank. Then, the home country bank will deposit the funds in the account of the payee. The home country bank will provide the payee with the "ABA FEDWIRE" number of the U.S. bank and the account number of the home country bank.

ABA FEDWIRE Number (a nine digit number): _____

Information for Deposit by this U.S. Correspondent Bank in the Account of the Home Country Bank in this U.S. Correspondent Bank

Exact Title of the Account of the Home Country Bank in this U.S. Correspondent Bank:

City and Country Name: _____

Account Number: _____

Information for Deposit by this Home Country Bank in the Account of the Payee in this Home Country Bank

Exact Title of Payee Account in this Home Country Bank: _____

Account Number: _____

C. Account of Payee in a Home Country Bank that Maintains an Established "Transfer Routing Procedure" with a U.S. Bank

Some payees hold accounts in home country banks that receive funds through established "transfer routing procedures" from U.S. banks (referred to as "U.S. correspondent banks"). In this case, the home country bank does not hold an account in the U.S. correspondent bank for transfer purposes, but the home country bank receives funds through an established "transfer routing procedure" from the U.S. bank. The EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank. The U.S. bank will then transfer funds through an established "transfer routing procedure" to the home country bank. The home country bank will then deposit the funds in the account of the payee. The home country bank will provide the payee with the "ABA FEDWIRE" number of the U.S. bank and with information on the established "transfer routing procedure" that the U.S. correspondent bank uses to transfer funds to the home country bank.

ABA FEDWIRE Number (a nine digit number): _____

Information for the Transmission of Funds Through an Established "Transfer Routing Procedure" by this U.S. Correspondent Bank to this Home Country Bank

Enter the reference information for the "transfer routing procedure" from the U.S. correspondent bank to this home country bank. (For example, a bank code or a branch number or a reference code. If this home country bank does not require any reference information, then leave this item blank.):

City and Country Name (for bank in home country): _____

Information for the Deposit by this Home Country Bank in the Account of Payee in this Home Country Bank

Exact Title of Payee Account in this Home Country Bank: _____

Account Number: _____

Vendor Authorization and Contact Information

Signature of Authorized Vendor Representative: _____

Telephone Number: _____

Date: _____

Contracting/Accounting Office Contact Name: _____

Telephone Number: _____

Fax Number: _____